



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

Email: info@minsterlovell-pc.gov.uk

Tel: 07712 705865

Minster Lovell Parish Council

Minutes of the Parish Council meeting of Monday 20 March 2023 held in St Kenelms Hall

1. Welcome/Members present and apologies for absence

Present: Cllr Jonathan Stowell (Chair) Cllr Jean King, Cllr Sue Bicker, Cllr Brian Layt, Cllr Ann Williams
Apologies: Cllr David Haley, Cllr Hannah Leach
9 members of the public

2. Declaration of interest in agenda items

None

3. Parishioner's public participation (for questions and comments on agenda items)

None. Cllr Stowell expressed his thanks for the quality of the last minutes and outlined areas on the agenda when the public would be invited to speak.

4. To receive the Minutes of the Parish Council Meeting dated 27th February 2023

A technical correction from Cllr Williams was suggested regarding item 19.5 Coffee and chat group. The minutes state the decision was deferred but Cllr Williams had asked the Council that given its popularity, they consider giving a further grant in the future. The Council agreed. A formal request would follow. The decision to amend accordingly was proposed by Cllr Williams and seconded by Cllr King. Approved unanimously.

5. To receive an update from District Councillor Gill Hill

Cllr Hill was not able to attend

6. To receive an update from District Councillor Colin Dingwall

Small business rate relief can be applied for by any small business in the village. Discounts can also be applied for. Applications are through the rating officer at WODC.

A communications team had been set up to support crowd funding and grants for community projects. There is also support to enhance presence through website and social media. Applications could go through Cllr Dingwall who would pass them on.

Cllr Dingwall had looked into an update on the enforcement notice for Lavender Cottage in Minster Lovell. A full report would be forthcoming at the next meeting about why enforcement action can be a lengthy process.

Outline planning for a further 140 new houses had generated an archaeological survey which would be carried out in March. May is the likely month for the District Council to discuss the application. The Parish Council had provided copy for the village news in relation to the outline planning proposal.

7. To receive an update from County Councillor Liam Walker

There are ongoing parking challenges outside the Horse and Radish which will be reduced now that Planning has been approved regarding shepherds huts, since that would free up current parking spaces. Cllr Walker reported that the police were keeping an overview of the situation with some further options were available if parking doesn't improve.

The repairs to pot holes were not paid for as they were not fixed to standard. The process would now start again. Brize Norton road would have structural repairs carried out. Residents were encouraged to use fixmystreet if potholes were found.

On 1 April 2023 on street parking enforcement would be transferred from WODC to OCC, and a much more rigid enforcement is to be expected

Action: Cllr Walker to ask the PCSO to attend a meeting.



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8. To review planning applications, decisions, and appeals*

8.1 Conversion of workshop to dwelling with whole site biodiversity works, Workshop Waterworks Cottage, Worsham. **23/00365/FUL** REGISTERED: 8th March 2023. DEADLINE 31 March 2023.

The Council had no comment. **Action:** Cllr Stowell to check that a response was required

8.2 Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to **17/03978/HHD**.

The clerk had received news from WODC that an enforcement officer could not be present at a meeting and that an enforcement notice was due to be served in the next few weeks.

8.3 **22/03240/OUT and PP-11630793** Outline Planning proposal for 140 new houses; Park Gate development.

Cllr Stowell had re-iterated the Council's objection following submission of amendments and had requested S106 funding should the application be successful. It was hoped that earlier planning applications, if approved, would satisfy the number of new houses required across the area, so that current outline application in Minster Lovell might be unsuccessful.

23/00712/NMA Residential development of 126 houses on land west Of Minster Lovell South Of Burford Road Minster Lovell Oxfordshire. Validated 9th March 2023.

This was a technical amendment and the Council had no comment

8.4 **22/03152/FUL** Erection of a detached dwelling and associated works. 112 Brize Norton Road Minster Lovell. Approved Update

23/00663/CND. Discharge of condition 3 of planning permission **22/02408/FUL** (previously discharged under **22/03055/CND**. 112 Brize Norton Road Minster Lovell. No Deadline date

The Council had raised concerns about the appropriate disposal of waste materials. The planning officer at WODC had forwarded the concern to their Environmental services who noted that it's the responsibility of HSE. **Action:** Cllr Dingwall to forward contact details of building control as a certificate should be in existence if all appropriate caution was taken.

8.5 **23/00479/HHD**. Erection of single storey side extension. 2 Wenrisc Drive, Minster Lovell Witney Oxfordshire OX29 0RG. Deadline 4th April 2023.

The Council had no comment.

8.6 **23/00387/HHD**. Enlarging existing dormer windows to front and rear elevations to create larger first floor living space. No deadline date.

This related to 162 Brize Norton Road and the Council had no comment.

9. Policy review

9.1 Standing Orders

9.2 Financial regulations

The Clerk explained that the OALC updated model policies had been reviewed with annotated areas where the Council had discretion to amend. Cllr King proposed that the new policies be adopted after the annotated amendments had been made, which was seconded by Cllr Bicker. Carried unanimously.

10. Local elections- For information

The ward in which Minster Lovell sits has two District Councillors with one term of office ending this year. The other in 2024 which is also when Minster Lovell Parish Council will also have their scheduled Parish Council elections.

11. Village Playing fields Trust- For discussion and decision

There had been some confusion over who might be responsible for filling vacancies and Councillors confirmed that it was the Church. Action: Clerk to ask the Parochial Church Council for nominations for the vacancy.



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12. Village Hall Working Party- For discussion and decision

Cllr King had previously stated that she was unable to lead. Due to vacancies on the Village Playing field Trust it was doubted that decisions could be forthcoming in the short term. **Action:** Clerk to request a proposal and arrange a meeting with the Parochial Church Council to discuss.

It was noted that the kitchen area belonged to the Playing Filed Trust. Action: Cllr King to send Cllr Stowell the original Deed that she had obtained. There was a suggestion that a new village hall could go on a new housing development since S106 funding had been requested. **Action:** Cllr Stowell to explore options for current site, but without losing the tennis court that could be swivelled. It was noted that in order to improve access for cars, the toilets would need to move with possibly a smaller meeting room added.

13. Generic email addresses for Councillors - for decision

Councillors gave strong support for generic e mail addresses to assist with their communications. **Action:** Clerk to explore with Sheena Derry at Crawley on how they managed this and also to check if individual names could be added to the Council's current address.

14. Review of the action log

It was noted that the action log was now shorter and easier to read.

Noticeboards: If the name of the preferred supplier was not found, the process should start again. **Action:** Clerk

Bollards: A quote had come in from DIY maintenance in Kidlington at £401. Acceptance of the quote was proposed by Cllr King and seconded by Cllr Bicker. Approved. **Action:** Clerk

Path: Cllr Stowell and the Clerk had established that a Deed of Easement was not required since the land belonged to the Council. Councillors noted that a metal bar at the Ripley Avenue end would stop scooters etc. and should be installed. **Action:** Clerk to ask Bovis to install the path.

Bench: Cllr King still looking into best siting.

Fence outside Horse and Radish. Although there were some concerns over the length of the fence installed, it was agreed to review at a later meeting. **Action:** Clerk to invoice the Horse and Radish who had agreed a contribution of £1k towards the cost of the fence.

Sale of Land in Ripley Avenue. The Solicitor had confirmed that this was in progress.

15. Section 106 Monies – Update

There had been some concern over the figures in a report from WODC on the amounts allocated for Minster Lovell but Cllr King noted that the figures reflected monies collected to date, not the total sum. The clerk had a query about how to claim funding logged with WODC but had not yet received a reply. **Action:** Cllr Dingwall to talk to a planning officer and send contact details to the clerk.

16. Village notice Boards - for decision

Please see under action log at item 14.

17. To receive an updated allotment report

Cllr Layt reported all was well with the exception of plot 13 which had been left to weed over. Action: Clerk to create a letter to plot holder asking about their intentions.

17.1 Request from allotment 14 for decision

Plot 14 had sent a quote to Cllr Haley with a request that the Council pays for the fencing, since it was in a poor state when the allotment holder took over. Councillors agreed that the policy was that plot holders pay. **Action:** Clerk to inform the plot holder.

18. Dog warden report

21 st Feb outside 44/33 and 37 Brize Norton Road

1st March outside 93 Wenrisk Drive

3 March outside 33 Brize Norton Road

The Council expressed their thanks to the dog warden for keeping an overview and felt that this number was positive overall.



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19. Ripley Avenue Amenity Area:

19.1 Monthly Inspection Report

19.2 ROSPA Inspection Report

19.3 Deed of Easement and Path Construction

The inspection was thorough with no immediate action required. Please see item 14 regarding Deed of Easement.

20. To discuss correspondence received that requires action:

20.1 Community emergency plans

Oxfordshire County council had sent advice on how to plan and coordinate resources to respond to a disruptive event. OCC can help with table top exercises and meetings to support the formation of the plan. The Council had carried out some of this work previously and felt that any major incident would be the responsibility of the relevant authorities.

21. Around the village

18.1 Litter bins in the village

Dog bins had been requested outside the scout hut and at the gate by allotments and it was felt that one might be useful near the new parking area on the way to the lower village. The cost was thought to be circa £750 each. It was agreed that best siting of new bins would be discussed at the next meeting.

Play area.

A meeting had been held after requests for committee members had been put in school book bags with very little response. Another meeting was due to be held where pictures of equipment would be organised so that parents/carers and children could vote. A question was asked about S106 funding to pay and the timing. It was noted that an application with costs needed to come forward before any spend. Cllr Dingwall noted that any discrepancy in timing to receive S106 funding might be covered by emergency funding. Any S106 request should be copied to Cllr Dingwall

Building work at 112 Brize Norton Road.

A van causing obstruction had been moved and apologies given. Mud was on the pavement outside the property.

Action: Cllr Walker would approach the contractor and send an update and details to the clerk.

Questions from the floor were invited by the Chair:

The Council heard an outline of the plans for the coronation of King Charles III around the Big Clean Up and afternoon tea for volunteers. Graham Kew was organising a river clean with day one on 15 April and a follow up day on the clean-up day, Monday 8th May. There were litter pickers and high vis jackets available. 15 had been bought with 5 donated to Hawthorns. Action: Cllr Bicker to check where the equipment was. Cllr Dingwall noted that free grabbers were available from WODC reception.

Cllr Stowell outlined the plans for mugs to be distributed to school and pre school children and their siblings. A question from the public was asked about personalisation of the mugs with Council branding. Action: Cllr Stowell to ascertain costs to add to inside rim.

18.2 Speed limits

Deferred until the September meeting at which time a consultation might be worthwhile.

22. Finance

22.1 Receive quote for bollards near layby opposite Spar shop – for decision

Please see item 14

22.2 Consider and approve payments due (Schedule of Payments & Receipts included)

Proposed by Cllr King and seconded by Cllr Williams. Approved

Spending powers	Payee	Invoice No	Details	Expense
Ref 143 (Parish properties: maintenance of)	Multi Hands	INV00663	Window cleaning (ref 2538)	£50.00



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Ref 106 (Salaries and Allowance)	Debra Rouget	03/2023	March Clerk salary, office allowance and expenses	Private
114	Playing Field Trust	Grant	Error made when grant paid	20.00
115	Richard Hubber	PC17	Grass cutting	250.00
137	OALC	M00201/2023/3	Membership 2023/24	343.21
137	Community First		Membership 2023/24	70.00

22.3 To report payments made with the Council Debit Card
Proposed by Cllr Williams. Seconded by Cllr King. Approved

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	Ref 138 (Telephone)	Giffgaff		Clerk Mobile phone credit	10.00
2	107	Amazon		Ink for printer	16.48
3.		L. Jeffrey		Items for Coronation celebrations	200.00
4					

22.4 To report payments received

22.5 To receive monthly bank reconciliation for February 2023

22.6 Internal control reports

All signed by Chair and Cllr King.

22.7 Year end and audit timetable – not discussed

Area	When by 2023	Council meeting date 2023
Closure of accounts	31 March	
Sign off accounts	23 June	19 th June
Accounts sent to Councillors for approval	29 th June	19 th June
Publish and submit accounts	30 June	
Begin inspection period	3 July	
Publish audit opinion	30 September	18 th September

*Listed planning applications are those received by the Clerk in advance of drafting the meeting agenda. The Council will review all applications received up to the date of the meeting.

Signature Clerk:

Check items for next meeting:

Parish meeting requiring updates on S137 funding. Action: Clerk to check

Litter bins

Coronation

The meeting closed at 9.05pm